



UNITED STATES MARINE CORPS

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StaO 5500.4

PMO

3 APR 2000

STATION ORDER 5500.4

From: Commanding General
To: Distribution List

Subj: BOMB THREAT RESPONSE

Ref: (a) NAVORD EODB 60L-1-1-1 (NOTAL)
(b) FBI Bomb Data Program Publications (NOTAL)
(c) ABO 8010.1D

Encl: (1) Guidelines for Receiving a Bomb Threat
(2) Bomb Threat Checklist OPNAV 5527/8
(3) Evacuation Guidelines
(4) Search Techniques
(5) Letter and Package Bomb Guidelines
(6) Prevention Guidelines

1. Purpose. To establish guidelines and policies for dealing with bomb threats at Marine Corps Air Station (MCAS) Miramar.

2. Background. Reference (a) provides guidelines and general procedures for an explosive ordnance disposal (EOD) team in the event of a bomb threat. Reference (b) is an active system for maintaining a reference library on current bombing or bomb threat trends and for highlighting specific incidents of special interest to the bomb disposal technician. Reference (c) establishes procedures for handling clandestine explosive devices discovered in unauthorized areas.

3. Information. A bomb threat incident for planning purposes may be divided into various phases. Such phases may not always follow the predictable sequence and some will not necessarily occur.

a. Receipt of Bomb Threat Phase. A bomb threat may be received as a suspicious package, a written message or, most commonly, a telephone call. Enclosure (1) contains detailed instructions to be followed by personnel receiving the bomb threat. A checklist of questions and information that should be asked is attached as enclosure (2) and can be locally reproduced.

b. Evacuation Phase. The decision of whether or not to evacuate rests with the commanding officer/department head in charge of the building or facility threatened. When competent authority cannot be contacted, Military Police may also order an evacuation. Enclosure (3) provides guidelines for the evacuation of a threatened area.

3 APR 2000

c. Search Phase. It is the policy of this command that the Military Police will supervise all search activities and that search teams will include command personnel who are familiar with the building/facility. The search will be conducted by using the guidelines provided in enclosure (4). A search may be conducted before, after, or without an evacuation.

d. Identification/Disposal Phase. The identification and disposal of a suspected explosive device will be accomplished by EOD personnel. If not already accomplished, an evacuation will be conducted upon discovery of a suspected explosive device.

e. Re-entry Phase. The decision to re-enter a building or facility rests with the commanding officer/department head in charge of the building or facility after the search and/or disposal phases are complete.

4. Letter and Package Bombs. Letter and package bombs are not new. While the latest incidents have involved political terrorism, such bombs are made for a wide variety of motives. The particular form of these bombs varies in size, shape, and components. They may have electric, non-electric or other sophisticated detonating systems. Guidelines for the recognition and disposal of letter and/or package bombs are discussed in enclosure (5).

5. Preventive Measures. Particular attention must be given to reducing the opportunity to place a bomb or explosive device aboard installations. Prevention guidelines are listed in enclosure (6).

6. Action

a. Individual. Any individual who receives a bomb threat or discovers a suspected explosive device, shall take immediate action as listed in enclosures (1) and (3).

b. Unit Commanders/Department Heads

(1) In accordance with the enclosures, formulate bomb threat procedures to include:

(a) Instructions for duty officers and watch officers concerning the procedures to be implemented upon receipt of a bomb threat.

(b) Designated personnel to make the decision to evacuate (involves the movement of aircraft, patients, minor children, the mode of movement, and the final destination).

(c) The recall of key personnel familiar with the threatened facility to assist designated search personnel.

3 APR 2000

(d) A diagram of the facility to assist search personnel.

(2) Prompt notification of the Military Police.

(3) Order evacuation, if required.

(4) Provide personnel for search teams as required by the Provost Marshal or the senior representative on scene.

(5) Ensure all personnel are familiar with the contents of this order.

c. Provost Marshal

(1) Assume on-scene operational control of the bomb threat incident/scene.

(2) Notify all departments required to assist in dealing with the threat.

(3) Establish a safe staging area for support personnel and equipment.

(4) Establish security perimeters and control the access of personnel to and from the threatened site.

(5) Provide crowd and traffic control at the bomb incident/scene.

(6) Provide personnel to augment search teams.

(7) Keep emergency vehicles to a minimum. Code lights or sirens should not be used.

(8) If competent authority cannot be contacted and an evacuation of the building/facility is required, order an evacuation.

(9) Conduct a search with teams of Military Police personnel and organizational/departmental personnel.

(10) Ensure that radio transmissions are ceased within 300 meters of the bomb threat area to prevent a possible electromagnetic radiation (EMR) detonation.

(11) If no device is found during the search, make notifications to all units called in paragraph 6c(2) canceling the threat.

3 APR 2000

d. Fire Department

(1) Dispatch fire fighting equipment as directed by the Provost Marshal or the senior representative on scene.

(2) Assist in search/rescue operations as directed.

(3) Keep emergency vehicles to a minimum. Code lights or sirens should not be used.

(4) Ensure that radio transmissions are ceased within 300 meters of the bomb threat area to prevent a possible electromagnetic radiation (EMR) detonation.

e. Public Works Department

(1) Dispatch emergency maintenance personnel and equipment. (Personnel familiar with gas and electrical turn off procedures, as required by the Military Police.)

(2) Make keys available to maintenance areas of the building(s) concerned.

(3) Assist in search/rescue operations as directed by the Provost Marshal or the senior representative on scene.

(4) Provide Military Police with drawings/sketches of building(s) concerned, if requested.

(5) Keep emergency vehicles to a minimum. Code lights or sirens should not be used.

(6) Ensure that radio transmissions are ceased within 300 meters of the bomb threat area to prevent a possible electromagnetic radiation (EMR) detonation.

f. Medical Department

(1) Dispatch ambulance(s) to the scene when requested by the Military Police/Fire Department.

(2) Prepare to administer medical aid.

(3) Keep emergency vehicles to a minimum. Code lights or sirens should not be used.

(4) Ensure that radio transmissions are ceased within 300 meters of the bomb threat area to prevent a possible electromagnetic radiation (EMR) detonation.

StaO 5500.4
- 3 APR 2000

g. Explosive Ordnance Disposal

(1) Provide ordnance/bomb identification training for Military Police and unit personnel, as required.

(2) Upon notification of a bomb threat, duty EOD personnel will stand by at building 21020 until the threat is over or a suspected explosive device is located.

(3) If an explosive device is located, respond to the site and assume total control of the suspected explosive device.

7. Concurrence. The Commanding General, 3d Marine Aircraft Wing and the Commanding Officer, Marine Air Group 46 concur with the provisions of this order.


T. A. CAUGHLAN
Chief of Staff

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3 APR 2000

GUIDELINES FOR RECEIVING A BOMB THREAT

1. Threat Received by Written Message or Package

- a. Do not handle the note or written material.
- b. Notify the building supervisor and the Military Police at extension 9-911/911.
- c. Evacuate the building if a suspected device has been identified.

2. Threat Received by Telephone

- a. A copy of enclosure (2) will be posted at every telephone to record data if a bomb threat is received by telephone.
- b. When the caller has communicated a threat, stay calm, do not manifest fear. Make a note as to the date and time of call.
- c. Keep the caller talking, the more the individual says the more that can be learned.
- d. Record every word the caller says.
- e. Attempt to obtain what time the device is set to go off and where it is located. If the caller has answered any of the above questions and is still on the line, ask for the individual's name and try to ascertain where the call is coming from. Although the caller may not respond, it may never be known unless asked.
- f. It may be advisable to inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.
- g. Listen closely to the voice of the caller and note the following:
 - (1) Gender of the caller.
 - (2) Age of the caller.
 - (3) Race of the caller.
 - (4) Speech impediments or peculiar voice characteristics, i.e. drunk, stutter, etc.
 - (5) Accent in speech of caller.

ENCLOSURE (1)

StaO 5500.4

F 3 APR 2000

(6) Attitude of caller, i.e. calm, excited, etc.

h. Pay particular attention to any strange or peculiar background noise such as, street noise, motor running, music, television or radio programs, dishes rattling, babies crying, or any other background noise which might give even a remote clue as to the origin of the call.

i. Notify your supervisor and call the Military Police at extension 9-911/911.

j. Evacuate the building if a suspected device has been located.

ENCLOSURE (1)

3 APR 2000

BOMB THREAT GUIDE - CHECKLIST

MCASM 5530/1 (REV. 4/99)

DATE: _____

EXACT WORDING OF THE THREAT :

 (use reverse if necessary)

Caller's Voice

<input type="checkbox"/> Calm	<input type="checkbox"/> Nasal
<input type="checkbox"/> Angry	<input type="checkbox"/> Stutter
<input type="checkbox"/> Excited	<input type="checkbox"/> Lisp
<input type="checkbox"/> Slow	<input type="checkbox"/> Raspy
<input type="checkbox"/> Rapid	<input type="checkbox"/> Deep
<input type="checkbox"/> Soft	<input type="checkbox"/> Ragged
<input type="checkbox"/> Loud	<input type="checkbox"/> Clearing Throat
<input type="checkbox"/> Laughter	<input type="checkbox"/> Deep Breathing
<input type="checkbox"/> Crying	<input type="checkbox"/> Cracking Voice
<input type="checkbox"/> Normal	<input type="checkbox"/> Disguised
<input type="checkbox"/> Distinct	<input type="checkbox"/> Accent
<input type="checkbox"/> Slurred	<input type="checkbox"/> Whispered
<input type="checkbox"/> Familiar	

QUESTIONS TO ASK :WHEN is the bomb going to explode?WHERE is the Bomb right now?WHAT does the bomb look like?WHAT kind of bomb is it?WHAT will cause the Bomb to explode? If the Voice is Familiar, who did it sound like? _____DID YOU place the Bomb?Background Sounds

<input type="checkbox"/> Street Noises	<input type="checkbox"/> Factory Machinery
<input type="checkbox"/> Voices	<input type="checkbox"/> Animal noises
<input type="checkbox"/> PA System	<input type="checkbox"/> Clear
<input type="checkbox"/> Music	<input type="checkbox"/> Static
<input type="checkbox"/> House Noises	<input type="checkbox"/> Local Phone
<input type="checkbox"/> Motor	<input type="checkbox"/> Long Distance
<input type="checkbox"/> Office Machines	<input type="checkbox"/> Phone Booth
Other: _____	

Sex of caller _____ Race _____ Age _____

Length of call _____ Time _____ Date _____

Tel No & Location call rec'd _____

Threat Language

<input type="checkbox"/> Well spoken (educated)
<input type="checkbox"/> Foul
<input type="checkbox"/> Irrational
<input type="checkbox"/> Incoherent
<input type="checkbox"/> Taped
<input type="checkbox"/> Message read by threat maker
<input type="checkbox"/> Other: _____

REPORT CALL IMMEDIATELY TO MILITARY POLICE;

577-4059

NAME OF PERSON RECEIVING CALL: _____

SSN:

Comments _____

ENCLOSURE (2)

StaO 5500.4
3 APR 2000

EVACUATION GUIDELINES

1. The decision to evacuate a building/facility as a result of a bomb threat rests solely with the person responsible for the personnel and government assets contained therein.
2. Orders to evacuate a building/facility should be given in as calm and quiet a manner as possible so as not to create undue excitement.
3. Personnel should be instructed to conduct a brief search of their individual area, room, or officer for suspicious items.
4. Drawers, doors, closets, cabinets, and other containers should be left open and unlocked to facilitate search operations.
5. Windows and doors should be opened to reduce the shock effect of a bomb explosion.
6. Evacuated personnel should be kept together in a safe area at least 300 meters from the threatened area. Due to their familiarity with the threatened area, these personnel will be needed for information and to participate in search operations.
7. A muster or roll call should be taken at the collection/gathering site. This will facilitate a quick identification that all personnel have been evacuated, should an actual explosion occur.

ENCLOSURE (3)

SEARCH TECHNIQUES

1. The pattern for the search should begin with the most accessible area first:

a. Outside Area. The easiest and safest access for the bomber would most likely be the outside of the building. The search should begin at ground level. Check for piles of grass, leaves, shrubbery or recently disturbed earth. Ledges, ornamental facings, manholes, trash cans, etc., should be thoroughly checked. The outside search should cover at least one story or the height that a person could possibly reach in that area.

b. Inside Area. Search of an inside area should begin on the ground floor working toward the top. Service areas such as the furnace room, electrical control areas, and storage areas should be thoroughly checked. If sufficient personnel are available, they can adequately be divided to check all public areas in the building such as lobbies, halls, rest rooms, stairs, etc.

2. Room or Office Search. Usually a two person search team is used.

a. Listening. Upon entering a room, the two person team should go to various locations in the room and stand quietly, with their eyes closed, and listen for a clock work device and/or become accustomed to surrounding noises. Frequently a clock work device can be quickly detected without the use of special equipment.

b. Division of the Room. The room should be divided into two equal parts, based on the number of objects in the room not the size of the room. An imaginary line can be drawn between two objects in the room. The search team starts from a "back to back" position checking all items in their area. With each sweep, the team will begin at the same point. When the teams meet at the starting point, they have accomplished the sweep.

c. Room Search-First Sweep. The first sweep begins at floor level and covers all objects to waist height. This search usually covers desks, garbage cans, file cabinets, etc.

d. Room Search-Second Sweep. The second sweep begins at waist height and covers the area and all objects to the top of the head. This search usually covers pictures hanging on the walls, built in bookcases, etc.

ENCLOSURE (4)

3 APR 2000

e. Room Search-Third Sweep. The third sweep begins at the top of the head to the ceiling. This search usually covers high mounted air-conditioning ducts, hanging light fixtures, etc.

f. Room Search-Fourth Sweep. This sweep is used if the room being searched has false or suspended ceiling, mounted fixtures, ventilation ducts, sound systems, etc.

3. Search Planning

a. The building to be searched should be divided into areas and each area assigned to personnel who are familiar with the area. Upon being assigned a room or area, personnel so assigned should make a survey of the area, noting what objects normally occupy the area. Grill covers, heating and air conditioning ducts should be inspected so that subsequent inspections would reveal any entry or tampering.

b. In some instances, detonating or ignition of any explosive or incendiary device might depend on a change in environment, i.e., temperature variations, the presence of an electric current, radio waves, etc. Do not go into a dark room and turn on the lights, use a flashlight. Do not change the setting of any thermostat in the room. Also, communications between Military Police will be conducted verbally and radios will not be used in the area.

c. Suspicious Object Located. It is imperative that personnel involved in the search are instructed that their mission is only to search for and report suspicious objects, not to move, jar or touch the object or anything attached thereto. Explosive Ordnance Disposal personnel are the only individuals authorized to remove/disarm a device.

3 APR 2000

LETTER AND PACKAGE BOMB GUIDELINES

1. Mail handlers should be alert for suspicious looking items. Mail should be separated into "personal" and "business" categories. Although there are no approved standard detection methods, the following precautions should be observed:

- a. Is it from a strange, unusual place?
- b. Is there a return address and postmark?
- c. Is there an excessive amount of postage?
- d. Is the size abnormal?
- e. Are there stains on the package or letter?
- f. Is the spelling on the package or letter correct?
- g. Are wires or strings protruding from or attached to the item?
- h. Does the return address and the postmark (place) differ?
- i. Does the handwriting appear to be of a foreign style?
- j. Does the item have a peculiar odor? (Many explosives used by terrorists smell like shoe polish, almonds, or marzipan.)
- k. Is the item unusually heavy or light?
- l. Is it uneven in balance or lopsided?
- m. Is there a springiness to the top, sides or bottom?

2. Should a suspected letter or package bomb be located, the following precautions and procedures will be followed:

- a. Isolate the letter or package.
- b. Do not attempt to move, relocate or alter the position of the letter or package.
- c. Notify the Military Police and the Commanding Officer or Department Head of the building or facility.

ENCLOSURE (5)

3 APR 2000

PREVENTION GUIDELINES

1. Establish and enforce strict procedures for the control and inspection of packages and material going into sensitive or critical areas.
2. Develop and enforce a positive means of identifying and controlling personnel who are authorized access to sensitive or critical areas and denying access to unauthorized personnel or material.
3. Instruct all personnel to be alert for suspicious looking or acting people.
4. Ensure that doors and/or access ways to such areas as boiler rooms, utility closets, etc., are secured when not in use.
5. Instruct all personnel to increase their surveillance of all heads, stairwells, areas under stairwells, and other areas of the building or facility to ensure that unauthorized personnel are not hiding in or reconnoitering these areas.
6. Continuously check key control procedures to ensure accountability for keys to all locks. If keys are in possession of persons no longer in employment or that have been transferred, or keys cannot be accounted for, the locks should be changed.
7. Check fire exits to ensure they are not obstructed.
8. Check fire hoses and/or extinguishers regularly to assure they have not been tampered with, i.e., hoses cut, nozzles damaged, etc.
9. Increase surveillance of receiving and shipping areas, garages, and parking areas.
10. Ensure adequate protection for sensitive documents, proprietary information and other records essential to the operation of the building or facility.
11. Make continuous checks of perimeter fences/walls/barriers to ensure a good state of maintenance and adequate clear zones.
12. Check all exterior and protective lighting for proper operation and ensure that adequate illumination is provided to the area or facility. These checks must be accomplished during times of darkness.

ENCLOSURE (6)

StaO 5500.4

3 APR 2000

13. Conduct daily inspections of the building, facility, and/or areas to ensure that unnecessary trash and debris are not permitted to accumulate and that it is disposed of promptly and properly.

ENCLOSURE (6)